

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Office Level Objective: Investigate Facility Management Activities

FROM:

C/OPS/FMD/OL

EXTENSION

NO.

DATE

7 January 1988

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

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7 January 1988

MEMORANDUM FOR: Chief, Facilities Management Division/OL

FROM:


Chief, Operations/FMD/OL

SUBJECT: Office Level Objective: Investigate Facility
Management Activities Used in the Private
Sector

1. As the responsible officer for the referenced
Office-level MBO, I recommend that the following topics be
discussed in facility discussions with private companies:

- a. Facilities operations, maintenance and custodial support
- b. Food service
- c. Transportation and motor pool
- d. Internal mail distribution
- e. Facility acquisition
- f. Facility design and construction
- g. Relationship of facility support group to the corporate structure

2. The following companies have large multi-facility
operations and, if willing, could provide valuable insight into
facility management methods of planning in the private sector:

- a. TRW
- b. McDonald Douglas
- c. Marriott
- d. IBM
- e. Ford Motor Co.
- f. Disney World

3. With your approval, I will begin to identify contracts
within these organizations and schedule ne day briefings/tours
with their facilities personnel.

